



Registry of Educational Personnel (REP) Update – November 22, 2004

When is the REP submission complete?

The message is being sent to the REP Listserv and all authorized users of the REP application.

Whether your district submits its REP data using the Single Submission Online function or through the Bulk Upload function, be sure to check the "Personnel Submitted Report." This report can be found on the REP Main Menu. There are two headings at the top of the report:

Records updated for this submission cycle * Total: _____
Records not updated for this submission cycle * Total: _____

The "Records not updated for this submission cycle" must be followed by a "0" (zero) for your district's submission to be complete. All records must have a green check mark that indicates that the records have been updated during the current submission cycle. Any records with a red "x" have not been updated during the current submission cycle.

For bulk uploaders: When you check the "Bulk Submission Status" and receive the following message: "NO ERRORS FOUND All records submitted in this file have been successfully processed and saved," the message indicates that the records uploaded in the file have been processed and saved. It does NOT mean that your submission is complete. Be sure to check the Personnel Submitted Report as indicated above.

To view only those records that have not been updated, click on "View Non-Updated Records." This link appears just above the column headings in the Personnel Submitted Report. The selection will not appear if all your records have been updated.

Finally, the following statement appears on the Personnel Submitted Report page in the top section of the report:

"When all personnel have been submitted for your district and there is a (green) check mark next to each personnel record, your REP submission is complete."

Thank you for your continued efforts during the REP Fall 2004 submission.

Center for Educational Performance and Information